

Message Text

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PAGE 01 STATE 169468
ORIGIN AF-10

INFO OCT-01 ISO-00 ONY-00 SSO-00 /011 R

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FROM AF/EX

E.O. 11652: NA

TAGS: OVIP, AFSP

SUBJECT: MISS LILLIAN VISIT -- ADMINISTRATIVE/LOGISTICAL
ARRANGEMENTS

THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF
MISS LILLIAN'S VISIT FOLLOW. LOCAL CONDITIONS AND LENGTH
OF STOP MAY NECESSITATE SOME CHANGES OR SUBSTITUTIONS, BUT
IT IS IMPORTANT THAT WE BE TOLD WHAT THEY ARE.

1. PARTY COMPOSITION
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PAGE 02 STATE 169468

MISS LILLIAN'S PARTY WILL BE COMPOSED OF APPROXIMATELY
FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS PLUS AIR-
CRAFT CREW. THE GROUP WILL TRAVEL ON A SPECIAL MILITARY
AIRCRAFT. PASSENGER LIST WILL BE FURNISHED BY SEPTTEL.

2. ENTRY/EXIT FORMALITIES

-----A. PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY, PRESS, AND CREW ABOARD AIRCRAFT. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS CAN BE ACCOMPLISHED.

-----B. ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS CLEARANCE FOR PASSENGERS AND BAGGAGE ABOARD AIRCRAFT AND ASSIGN

EMBASSY OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY/EXIT.

3. OFFICE SPACE/SLEEPING ACCOMMODATIONS

MISS LILLIAN AND PARTY SHOULD BE BILLETED FOR BOTH LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. POTENTIAL REQUIREMENTS FOR THE PARTY TRAVELLING ABOARD THE AIRCRAFT ARE: ONE (1) SUITE, THREE (3) DOUBLES, AND 32 SINGLES FOR SLEEPING QUARTERS. IN ADDITION, FOUR (4) DOUBLE ROOMS WILL BE NEEDED AS OFFICE SPACE. TWELVE SINGLES WILL BE NEEDED FOR AIRCRAFT CREW OR AS MANY SINGLES AVAILABLE AND DOUBLE REMAINDER. REQUEST USUALLY SENT DIRECT TO DAO; IF THERE IS NO DAO, EMBASSY SHOULD ARRANGE.

-----A. ASSISTANT SECRETARY'S OFFICE:

TWO (2) CONNECTING DOUBLE ROOMS CONVERTED FOR THE ASSIST-LIMITED OFFICIAL USE

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PAGE 03 STATE 169468

ANT SECRETARY'S STAFF. ALL BEDROOM FURNITURE SHOULD BE REMOVED. OFFICE SHOULD BE EQUIPPED WITH THREE (3) DESKS OR WORKING TABLES, TYPEWRITERS, COPY MACHINE AND OFFICE SUPPLIES (SEE PARA 13 FOR SPECIFICS).

-----B. VISITORS RECEPTION ROOM:

A DOUBLE ROOM TO SERVE AS INFORMATION/RECEPTION CENTER FOR THE PARTY AND WHICH CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. PLEASE PROVIDE AN ASSORTMENT OF WELCOME KITS AND SIMILAR HAND-OUTS.

-----C. PRESS ROOM:

ONE (1) DOUBLE ROOM. SEPTTEL WILL FOLLOW ON SPECIAL REQUIREMENTS.

4. POSSIBLE OFFICIAL GUEST QUARTERS

IN THE EVENT HOST GOVERNMENTS INVITE MISS LILLIAN TO STAY IN OFFICIAL GUEST QUARTERS, POSTS SHOULD NOTIFY THE DEPT.

IMMEDIATELY AND ATTEMPT TO OBTAIN, WITHOUT PRESSURING OR INCONVENIENCING THE HOSTS, SLEEPING ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION IN DESCENDING ORDER OF PRIORITY: (A) MISS LILLIAN'S PERSONAL BODYGUARD, (B) SY AGENT, (C) SPECIAL ASSISTANT TO THE PRESIDENT, (D) AF/P DIRECTOR, (E) MEDICAL OFFICER.

5. GROUND TRANSPORTATION

IN ADDITION TO VEHICLE FOR MISS LILLIAN'S USE, ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING: (A) ONE (1) VEHICLE FOR THE ASSISTANT SECRETARY; (B) ONE (1) VEHICLE FOR THE SPECIAL ASSISTANT TO THE PRESIDENT. (IN DE-LIMITED OFFICIAL USE

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PAGE 04 STATE 169468

VELOPING MOTORCADE ASSIGNMENTS TO AND FROM AIRPORT, THIS VEHICLE SHOULD BE SPOTTED WELL FORWARD, I.E., IN THE NO. 2 OR NO. 3 POSITION); (C) ONE (1) VEHICLE FOR THE TRIP CONTROL OFFICER; (D) PRESS TRANSPORTATION: PRESS PARTY WILL TOTAL ABOUT 10 MEMBERS. IF POSSIBLE, MINI-BUS OR CARS SHOULD BE USED; (E) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE; (F) POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF PARTY.

6. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF PASSENGER MANIFEST, MAKE ROOM AND CAR ASSIGNMENTS AND NOTIFY AF/EX BY IMMEDIATE CABLE. NOTE: THE MEDICAL OFFICER AND THE SY AGENT NEED NOT BE ASSIGNED TO SPECIFIC VEHICLES. THE TRIP CONTROL OFFICER ABOARD THE AIRCRAFT WILL REMAIN AT PLANESIDE UNTIL AIRCRAFT IS CLEARED AND WILL PROCEED TO THE HOTEL INDEPENDENTLY OF THE MOTORCADE AND THE REST OF THE PARTY.

7. SECURITY

-----A. MISS LILLIAN WILL BE ACCOMPANIED BY A PERSONAL BODYGUARD AND TWO (2) SY AGENTS. VIA SEPTTEL SY PROVIDING RSO'S WITH INSTRUCTIONS.

-----B. THERE WILL BE NO CLASSIFIED MATERIAL ABOARD THE AIRCRAFT. HOWEVER, TWENTY-FOUR HOUR MSG COVERAGE WILL BE REQUIRED FOR OPEN STORAGE OF CLASSIFIED MATERIAL IN THE ASSISTANT SECRETARY'S OFFICE. UNLESS THERE ARE COMPELLING REASONS TO THE CONTRARY, MSG'S SHOULD NOT REPEAT NOT BE IN UNIFORM.

8. BAGGAGE

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PAGE 05 STATE 169468

-----A. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.

-----B. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS, ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED.

-----C. THE AMERICAN RESPONSIBLE FOR SUPERVISING THE BAGGAGE SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARDING ITS HANDLING WITH THE TRIP CONTROL OFFICER AS SOON AS POSSIBLE AFTER ARRIVAL.

-----D. POSTS SHOULD HAVE SUFFICIENT BAGGAGE HANDLERS AVAILABLE AT PLANESIDE AND AT THE HOTEL.

9. GIFTS

INSTRUCTIONS ON GIFTS WILL BE SUBJECT SEPTTEL.

10. SECRETARIAL/COURIER ASSISTANCE

-----A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME TO WORK WITH THE STAFF OF THE ASSISTANT SECRETARY AND TO PROVIDE SUPPORT FOR OTHER MEMBERS OF THE PARTY.

-----B. A COURIER WILL BE REQUIRED TO LINK THE ASSISTANT SECRETARY'S OFFICE AND THE EMBASSY C&R UNIT.

11. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, SECRETARIES, COMMUNICATORS, LIMITED OFFICIAL USE

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PAGE 06 STATE 169468

MARINES, ETC., SHOULD BE DIRECTED TO AF/EX.

12. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND ACCOMMODATIONS FOR THE AIRCRAFT CREWS WILL BE HANDLED VIA MILITARY CHANNELS.

13. OFFICE MACHINES AND OFFICE SUPPLIES

(A) TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC AND ALL IDENTICAL; (B) COPY MACHINE: PLEASE OBTAIN BEST AVAILABLE; (C) OFFICE SUPPLIES: REASONABLE AMOUNTS OF COMMONLY USED SUPPLIES INCLUDING TELEGRAM FORMS, EMBASSY PHONE BOOK, DIPLOMATIC LIST. SAFES NOT REQUIRED.

14. MISCELLANEOUS

-----A. ADVISE ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK-TIE FUNCTIONS.

-----B. ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE VISITORS' RECEPTION ROOM ON ARRIVAL.

-----C. EXCEPT FOR POTABLE WATER NO BEVERAGES SHOULD BE PLACED IN THE VISITORS' ROOMS.

-----D. THE TRIP CONTROL OFFICER FOR THE PARTY IS AF EXECUTIVE DIRECTOR SALAZAR, AND HE SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

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PAGE 07 STATE 169468

-----E. MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR AF/EX.

15. FUNDING

-----A. THE BUDGET AND FISCAL OFFICER OR OTHER ACCOUNTABLE AMERICAN EMPLOYEE AT POST IS ASKED TO EXERCISE CLOSE PERSONAL SUPERVISION AND CONTROL TO INSURE THAT CHARGES ARE PROPERLY DOCUMENTED AND REPORTED CORRECTLY.

-----B. APPROPRIATION 1980113; ALLOTMENT 4501; OBLIGATION 801128; CHARGE THE FOLLOWING AND ONLY THE FOLLOWING TO THIS ALLOTMENT. (1) COST OF HOTEL ROOMS USED BY MISS LILLIAN, THE PERSONAL BODYGUARD, MR. HARDEN, AND ALL AF BUREAU PERSONNEL. COST OF ROOMS INCLUDE TAXES BUT ARE EXCLUSIVE REPEAT EXCLUSIVE OF RESTAURANT, LAUNDRY, ETC., CHARGES WHICH ARE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT. (2) COST OF ALL HOTEL ROOMS USED FOR OFFICES, CONTROL ROOMS PRESS ROOM, ETC. INSTRUCT HOTEL MANAGEMENT NOT TO ACCEPT ANY FOOD OR BEVERAGE CHARGES TO THESE ROOMS. (3) COST OF RENTAL VEHICLES FOR ANY PURPOSE RELATED TO VISIT. (4) COST OF RENTAL OF OFFICE MACHINES.

-----C. VOUCHERING INSTRUCTIONS: COPIES OF ALL PAYMENT
VOUCHERS TOGETHER WITH COPIES OF ALL PAID BILLS SHOULD BE
FORWARDED AS SOON AS POSSIBLE TO AF/EX/BFO.

-----D. MEMBERS OF THE PRESS ARE RESPONSIBLE FOR PAYING
THEIR OWN HOTEL BILLS.

-----E. CREW MEMBERS FROM THE AIRCRAFT ARE INDIVIDUALLY
RESPONSIBLE FOR PAYING THEIR OWN HOTEL BILLS.

-----F. TDYER'S ARE RESPONSIBLE FOR PAYING THEIR OWN HOTEL
BILLS. TRAVEL AUTHORIZATIONS WILL BE ISSUED BY BUREAU.

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PAGE 08 STATE 169468

-----G. SEPTELS FOLLOW ON FUNDING OF OTHER MEMBERS OF
VISIT NOT LISTED HEREIN. VANCE

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Message Attributes

Automatic Decaptioning: Z
Capture Date: 01 jan 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 05 jul 1978
Decaption Date: 20 Mar 2014
Decaption Note: 25 YEAR REVIEW
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 20 Mar 2014
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1978STATE169468
Document Source: CORE
Document Unique ID: 00
Drafter: RTSALAZAR:RCS
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D780276-0349
Format: TEL
From: STATE
Handling Restrictions:
Image Path:
ISecure: 1
Legacy Key: link1978/newtext/t19780794/aaaadbcx.tel
Line Count: 300
Litigation Code IDs:
Litigation Codes:
Litigation History:
Locator: TEXT ON-LINE, ON MICROFILM
Message ID: afffb7a-c288-dd11-92da-001cc4696bcc
Office: ORIGIN AF
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: ONLY
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 6
Previous Channel Indicators: n/a
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: ONLY
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 27 apr 2005
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 2112885
Secure: OPEN
Status: NATIVE
Subject: MISS LILLIAN VISIT -- ADMINISTRATIVE/LOGISTICAL ARRANGEMENTS THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPP
TAGS: OVIP, AFSP, (CARTER, LILLIAN)
To: RABAT BANJUL MULTIPLE
Type: TE
vdkgvwkey: odb://SAS/SAS.dbo.SAS_Docs/afffb7a-c288-dd11-92da-001cc4696bcc
Review Markings:
Sheryl P. Walter
Declassified/Released
US Department of State
EO Systematic Review
20 Mar 2014
Markings: Sheryl P. Walter Declassified/Released US Department of State EO Systematic Review 20 Mar 2014